

Taste of Rockville at Hometown Holidays

2012 Registration Form

Saturday, May 26 and Sunday, May 27 Rockville Town Center

2012 Taste of Rockville Registration Form

Please print or type all information clearly.

Restaurant/Vendor Name _____ Owner/Manager Name _____

Address _____ City _____ State _____ ZIP _____

Work Phone _____ Cell Phone _____

Email _____ Website _____

Additional Contact Name _____ Phone _____

Festival Dates/Time:

Saturday, May 26 and Sunday, May 27

Festival opens at 1 p.m. The end times varies depending on booth/space location at either 8, 9 or 10 p.m.

Fees:

Booth/space fee: \$200 per booth/space/sign. Two day festival. Nonrefundable fee.

Trash fee: \$50 trash removal fee. Refundable fee.

Electricity fee: \$100 per 20 amp circuit (optional). Nonrefundable fee. Last minute electrical requests cannot be accommodated.

SUBMIT BY APRIL 20, 2012

- ☐ Completed and signed Registration Form
- ☐ Restaurant description and menu
- ☐ Check for \$200 two-day booth/space fee
- ☐ Check for \$50 trash fee – separate check
- ☐ Check for electricity (optional)
- ☐ Email restaurant logo to lynnarndt@cmrocks.org
- ☐ Health Permit application to Montgomery County Health Dept.
- ☐ Certificate of Insurance indemnifying:

Mayor and Council of City of Rockville

Community Ministries of Rockville

Rockville Chamber of Commerce

Checks made payable to the **Taste of Rockville** enclosed with completed registration packet.

MAILING ADDRESS

Community Ministries of Rockville
Taste of Rockville
1010 Grandin Ave., Suite A1
Rockville, MD 20851

TASTE OF ROCKVILLE CONTACTS

Lynn Arndt	301-637-0705	lynnarndt@cmrocks.org
Andrea Jolly	301-807-3766	rockville@rockvillechamber.org
Diana Lueben	301-217-0564	diana.lueben@td.com

I hereby apply to participate in the 2012 Taste of Rockville at Hometown Holidays. I agree to adhere to all the rules and regulations as listed under the Conditions of the Event.

Signed and Accepted _____ Date _____

Taste of Rockville

at Hometown Holidays

Restaurant Description and Menu

Restaurant Name _____

Restaurant Description

Menu Item	# of Tickets (No more than 4 tickets per item)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please submit this sheet along with registration packet.

Restaurant logo and description will be posted on the Hometown Holidays Taste of Rockville webpage on May 4, 2012. The website is <http://www.rockvillemd.gov/events/hth/index.html>

Taste of Rockville

at Hometown Holidays

2012 CONDITIONS OF THE EVENT

Deadline

All registration materials must be postmarked by April 20, 2012.

Tickets

Restaurants will be reimbursed \$0.65 for each \$1.25 ticket. The Chamber of Commerce and Community Ministries will man the ticket booths at the festival. Restaurants will be reimbursed by June 8, 2012.

Menu Items and Signs

Please provide the Rockville Chamber of Commerce with your menu items and # of tickets by April 20. This list will be used to create menu signs for your booth. Please remember that this is a taste and please do not charge more than 4 tickets per item.

Health Permit

Please complete and submit a Montgomery County Health Dept. application by April 20, 2012.

<http://www.montgomerycountymd.gov/hhptmpl.asp?url=/content/hhs/license/EnvHealth/Food/Temporary/index.asp>

Certificate of Insurance

You must provide a Certificate of Insurance (Commercial General Liability of \$1M per occurrence, \$2 aggregate) indemnifying Community Ministries of Rockville, Rockville Chamber of Commerce and Mayor and Council of the City of Rockville as additional insured certificate holders.

Booth Space

Booth space and locations are assigned based on availability and discretion of festival supervisors. The use of the locations is restricted to the applicant of whom it is assigned. A 10' x 10' tented space will be provided along with a 8' table and (2) chairs for accepted vendors. Lights will be provided in the tents.

***NEW in 2012** - Booth/space locations are split up into 4 locations throughout the Hometown Holidays festival site. The majority of the booths remain in the original location. Festival supervisors will assign you to your booth/space location based on availability and product type.

All exhibitors are responsible for keeping their area clean during event hours, including clean up at the end of the event. All displays should be neat and clean throughout the event. You are responsible for temporary flooring in your booth to prevent staining the pavement.

Equipment/Supplies

Each restaurant is responsible for set-up and arrangement of own space. All displays must be easily removable. Please do NOT use tape to hang signage.

Electricity

If you require electricity for your booth, the cost per 20 amp circuit is \$100. Please submit a separate check for the electricity. Please anticipate your needs ahead of time. We will not be able to accommodate last minute electricity requests. Overnight electricity is not available.

Set-up and Breakdown

Vendors may enter the site starting at 8 a.m. on Saturday, May 26 and at 9 a.m. on Sunday, May 27. The Health Inspectors arrive at 11 a.m. for inspections. Vendors must be completely set-up and pass inspection by 12:30 p.m. The event opens at 1 p.m. Vendors may choose to open at 12 noon on Sunday if they're completely set-up and pass inspection to sell food to the bikers in the Ride and Stride.

Vendors may start breaking down their booths at 10 p.m. on both Saturday, May 26 and Sunday, May 27. Security is not provided overnight on Saturday therefore vendors will need to clear their sites and set up again on Sunday morning. All vendors must be off site by 11 p.m. on Sunday, May 27.

Clean-up and Trash Removal

The trash removal fee will be held until after the event. On Sunday event, please make sure you clean up your area under the tent. Trash should be bagged and placed in front of the tent on Sat. and Sun. night. If your spot is not clean and requires the City to clean up after you, the fee will not be returned.

Beverages

No water or alcohol sales permitted. Soda, juice, smoothies and lemonade sales are permitted.

Eco-Friendly Products

Please use eco-friendly products where possible including utensils, plates and napkins. **No styrofoam products please.**

Weather

The event will be held rain or shine.

Logo

Please send your restaurant logo to Lynn Arndt at lynnarndt@cmrocks.org under the subject of TOR logo. The logo will be used on the event website along with the restaurant description.

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